



AIM QUICK FIXES



Creating Report Cards in the Montana Edition (Value Added)

This guide is intended for Montana Edition users who wish to use the Value-Added features provided by the state to print student report cards. This guide should only be used by districts who have completed the initial setup for Montana Edition Value-Added users. If you have not completed that setup, contact the OPI AIM Staff for assistance.

SYSTEM ADMINISTRATOR/ SUPERVISING TEACHER: Creating Reports

Reports (including report cards, transcripts and schedules) are created by year and school. However, these reports may be rolled from one year to the next.

Choose the *Year* and *School*. From the **Index**, expand **System Administration** and **Preferences**. Select **Reports**.

Click **New**.

NOTE: Report Cards may be created by Term (6th grade Q1, 6th grade Q2), by grade (6th grade, 5th grade), or by group (upper elementary, lower elementary). To differentiate the final report card (which may include next year's class placement), create a "final" report card format (6th grade, 6th grade final).

Reports

New Save Delete

Report Detail

*Name: 6th Grade *Type: Report Card Publish to Portal: ☐

Description:

Report Options

Report Type

☒ Conventional Report Card
☐ Standards-Based Report Card

Report on Terms

☒ Main - Quarters
☐ Term Q1 ☐ Term Q2 ☐ Term Q3
☐ Term Q4
☐ Exclude all prior Terms from printing

Page Layout

☒ Portrait ☐ Landscape
☐ Additional space for terms

Display Options

Header Options

☐ Student ID
☐ State ID
☐ Student Counselor
☐ Date/Time Stamp
☒ Attendance Summary
☐ Period ☐ Course
☒ Daily Exact Term
☐ Daily (Half/Whole Day) Term
☐ Cumulative GPA
☐ Class Rank
☒ Term GPA ☐ with Bonus Points
☐ Period
☒ Score Comments
☐ Term 1 ☐ Term 2 ☐ Term 3 ☐ Term 4

School Comment (printed on all)

Please return the signed envelope to your child's teacher.

Grading Tasks ☒ Select all grading tasks

Quarter
 Respects others/peers
 Organizes self and materials
 Participates in and contributes to group work
 Completes classwork on time
 Follows rules, procedures and directions

Choose Score Groups/Rubrics to be printed

☐ Print GPA values associated with scores
 Lower Elementary
 Standards Grading Key
 Upper Elementary

CTRL-click and SHIFT-click for multiple

Choose *Report Type*. For a report that includes a combination of letter grades and standards, select *Standards-Based Report Card*.

Give the report a *Name* and select *Type*.

For a **Conventional Report Card**, choose the *Terms* (if choosing the last term, all terms will print unless the *Exclude all prior Terms from printing* box is checked).

Select *Layout* and *Display Options*.

Choose the *Grading Tasks* and *Score Groups/Rubrics* that will appear on the printed report card.

Type any *School Comment* that will appear on all report cards and choose to print them at the beginning or end.

Click **Save**.

For a **Standards-Based Report Card**, choose the *Standards Display Options* (to print by *Term*, select *Display All Scores*).

Select *Placement and Signature Options*, *Page Layout* (*Landscape* works best), and *Display Options*.

Choose the *Grading Tasks* and *Score Groups/Rubrics* that will appear on the printed report card.

Type any *School Comment* that will appear on all report cards and choose to print them at the beginning or end.

Click **Save**.

Report Options

Report Type

☐ Conventional Report Card
☒ Standards-Based Report Card

Standards Display Options

☒ Display All Scores
☐ Display Best Score Only
☐ Display Most Recent Score Only

Placement and Signature Options

☐ Next Year Placement Line
☒ Teacher Signature Line
☐ Principal Signature Line
☒ Parent Signature Line

Page Layout

☐ Portrait ☒ Landscape
☐ Additional space for terms (recommended for more than 5 terms)

Display Options

Header Options

☐ Student ID
☐ State ID
☐ Student Counselor
☐ Date/Time Stamp
☒ Attendance Summary
☐ Period ☐ Course
☒ Daily Exact Term
☐ Daily (Half/Whole Day) Term
☐ Cumulative GPA
☐ Class Rank
☐ Term GPA
☐ Period
☒ Score Comments
☒ Term 1 ☒ Term 2 ☒ Term 3 ☒ Term 4

School Comment (printed on all)

☐ Print at Beginning ☒ Print at End
 Please return the signed envelope to your child's teacher.

Grading Tasks ☒ Select all grading tasks

Quarter
 Respects others/peers
 Organizes self and materials
 Participates in and contributes to group work
 Completes classwork on time
 Follows rules, procedures and directions

Choose Score Groups/Rubrics to be printed

☐ Print GPA values associated with scores
 Lower Elementary
 Standards Grading Key
 Upper Elementary

CTRL-click and SHIFT-click for multiple

SYSTEM ADMINISTRATOR/ SUPERVISING TEACHER: Printing Report Cards by Group

Users assigned to the **Teachers** group do not have the rights necessary to print report cards.

Further, it is recommended that the grading window be closed prior to printing report cards.

From the **Index**, expand **Grading & Standards** and **Reports**.

Select **Report Card**.

Choose a previously created report or select **Display Options** (no option to save the created report).

Choose the *Grade* and *Sort Options*.

Click **Generate Report**.

NOTE: To print report cards for a class of students, create a **Selection Editor Ad Hoc Filter** or within the report card *Sort Options*, choose *Teacher* and print only those pages.

Year: 15-16 School: Eastgate School

Index Search Help <

Duggar, Jackson
Grade: 06 DOB: 05/23/2004 Gender: M

Credit Summary Assessment Behavior Graduation AdHoc Letters Records

Summary Enrollments Schedule Attendance Flags **Grades** Transcripts

Choose a Report Card Format...

Class	Task	Quarters Q1	Quarters Q2	Quarters Q3	Quarters Q4
4602-1 Language Arts Simmons, Gene	Quarter	B			
4604-1 Math Simmons, Gene	Quarter	C			
4608-1 Music Simmons, Gene	Quarter	A			
4607-1 PE Simmons, Gene	Quarter	A			
4603-1 Reading Simmons, Gene	Quarter	A			
4606-1 Science Simmons, Gene	Quarter	A			
4605-1 Social Studies Simmons, Gene	Quarter	B			
4601-1 Upper Elementary Simmons, Gene	Respects others/peers	E			
	Organizes self and materials	S			

SYSTEM ADMINISTRATOR/ SUPERVISING TEACHER: Printing Report Cards by Student

Individual report cards may be printed from the Student Information module.

From the **Index**, expand **Student Information** and **General**. Click the **Grades** tab.

Select a report from the *Choose a Report Card Format* dropdown.

The report will open in PDF format for viewing and/or printing.

EAST HELENA ELEMENTARY GRADE 06 REPORT CARD 2015-2016

Student: Duggar, Jackson
School: Eastgate School
Teacher: N/A

ATTENDANCE				
Term	Q1	Q2	Q3	Q4
Days Present	33	0	0	0
Days Absent	0	0	0	0
Periods Tardy	0	0	0	0

Academic Performance Level for Lower Elementary	
Name	Score
Advanced	1
Proficient	2
Nearing Proficiency	3
Novice	4

Academic Performance Level for Standards Grading Key	
Name	Score
Excellent	E
Satisfactory	S
Needs Improvement	N

ELEMENTARY				
	Term			
	Q1	Q2	Q3	Q4
LANGUAGE ARTS				
Quarter	B			
MATH				
Quarter	C			
READING				
Quarter	A			
SCIENCE				
Quarter	A			
Term 1 Comments: Jackson is a pleasure to have in class. He loves science and works hard.				
SOCIAL STUDIES				
Quarter	B			
MUSIC				
Quarter	A			
Term 1 Comments: Fantastic violin player!				

ELEMENTARY				
	Term			
	Q1	Q2	Q3	Q4
PE				
Quarter	A			

ELEMENTARY				
	Term			
	Q1	Q2	Q3	Q4
Respects others/peers	E			
Organizes self and materials	S			
Term 1 Comments: Jackson is very organized				
Participates in and contributes to group work	E			
Completes classwork on time	N			
Term 1 Comments: Jackson needs to work on returning his homework to class on time.				
Follows rules, procedures and directions	S			

*Comments: Please return the signed envelope to your child's teacher.

Teacher Signature _____

Parent Signature _____